

F.No. A-41020/04/2023-Ad.I
Government of India
Ministry of Finance
Department of Expenditure
Admn. I Section

North Block, New Delhi,
Dated 19.12.2023.

CIRCULAR

Subject:-Engagement of retired Government servant as Legal Consultant in Department of Expenditure.... regarding.

Department of Expenditure, M/o Finance invites application from retired Government officers, who retired at the level of Under Secretary or above for engagement as Legal Consultant in the Department of Expenditure for an initial period of one year. The details of engagement are as under:-

1.	Designation	Legal Consultant
2.	Period of engagement	Initially for a period of one year from the date of joining which may be extendable further on the basis of requirement of the Department and performance of the selected person.
3.	Number of Personnel required	One
4.	Place of Posting	Department of Expenditure
5.	Remuneration per month	As per DoE OM No 3-25/2020-E.IIIA dated 09.12.2020
6.	Age Limit	Not beyond 65 years
7.	Education Qualification	Degree in Law from a recognized University
8.	Eligibility	Retired Government officer at the level of Under Secretary and above or equivalent having minimum 03 years of experience in handling legal matters.
9.	Nature of duties	Attached at Annexure-I
10.	Closing date for submission of applications	Application in the prescribed proforma may be submitted by 30.01.2024
11.	Application to be forwarded to	Under Secretary (Admn. I) Department of Expenditure Room No. 225 E, 2nd Floor, North Block, New Delhi (email: ranjitk.jha@gov.in)

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2. The above said engagement is purely on temporary and on contract basis. The selected candidate will not have any right to seek regularization in any post in this Department. Further, the selected person will be governed by the provisions contained in the guidelines for engagement of Consultant in the Department/Ministry as amended from time to time.



(Ranjit Kumar Jha)

Under Secretary to the Government of India

Tel:23095695

To,

1. All Ministries and Departments of the Govt. of India with the request to give wide publicity to the circular among the concerned.
2. The Under Secretary, CS-I Division, Department of Personnel & Training, Khan Market, Lok Nayak Bhawan, New Delhi with the request to upload on DoPT's website.
3. NIC for publishing the vacancy in the Ministry of Finance's Website.
4. Deputy Secretary, Legal Cell, DoE, Lok Nayak Bhawan, New Delhi.
5. KMS Portal/E-Office Notice Board/Guard File.

PROFORMA

Application for engagement of Legal Consultant in Department of Expenditure, M/o Finance

1.	Name in full (Block Letters)				
2.	Date of Birth				
3.	Date of Superannuation from Government Service				
4.	Educational Qualification				
5.	Complete Residential Address				
6.	Telephone/Mobile No.				
7.	E-mail ID				
8.	Position held since entry into service				
9.	Last Pay drawn (Copies of LPC and PPO should be enclosed).				
10.	Pension drawn				
S.No.	Organisation where served and designation	Scale of Pay & Pay	From	To	Nature of Work performed

11. Additional relevant information, if any, in support of your suitability for the said engagement. Attach a separate sheet, if necessary.

Name & Signature of the applicant:

Place:

Date:

Annexure-I

Duties & Responsibilities of Legal Consultant:-

- a) Render legal opinion on the issues coming before the Department.
- b) To assist the department for framing of para-wise comments/counter affidavit/ Petition etc.
- c) To assist and be present in the Court at the time of hearing.
- d) Also assist the Department in any policy decisions matters as and when required.
- e) Perform such other work of legal nature, as may be entrusted from time to time.

A handwritten signature in black ink, consisting of stylized initials and a long horizontal stroke extending to the right.